## SC DEPARTMENT OF CORRECTIONS -JOB POSTING NOTICE (EOE)-

OPENING DATE: 12/30/14 CLOSING DATE: UNTIL FILLED

SCDC INTERNAL TITLE: PROJECT COORD SCDC POSITION #: 011852

HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 01 WORK TIME: 0730 AM - 0330 PM LOCATION: FACILITIES ARCHITECH & ENGINEERING, COLUMBIA (RICHLAND)

STATE JOB TITLE: PROJECT COORDINATOR STATE JOB CLASS: AK03

BAND: 06 SALARY RANGE \$ 038703 - \$ 071608 SPECIAL INCENTIVE: NO

LEVEL: E SALARY RANGE \$ 045280 - \$ 071608 SCEIS POSITION #: 61022787

STATE OF SC MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS: HIGH SCHOOL DIPLOMA AND RELEVANT EXPERIENCE.

## AGENCY PREFERRED QUALIFICATIONS:

A BACHELOR'S DEGREE IN PROJECT/CONSTRUCTION MANAGEMENT, ARCHITECTURE, ENGINEERING, OR APPROVED ACCEPTABLE EQUIVALENT AND FIVE (5) YEARS PROFESSIONAL WORK EXPERIENCE. MUST BE CURRENTLY A REGISTERED ARCHITECT, PROFESSIONAL ENGINEER (MECHANICAL, STRUCTURAL, CIVIL OR ELECTRICAL), OR REGISTERED BUILDING CODE ENFORCEMENT OFFICER IN THE STATE OF SOUTH CAROLINA.

## DESCRIPTION OF DUTIES:

MANAGES, MONITORS AND COORDINATES ALL PHASES OF CAPITAL IMPROVEMENT PROJECTS FROM PLANNING, DESIGNING AND CONSTRUCTION, TO ENSURE COMPLIANCE WITH CONTRACT REQUIREMENTS. SCHEDULES AND BUDGETS. REVIEWS AND APPROVES PLANS, SPECIFICATIONS, AND DESIGN STRATEGIES. COORDINATES WITH DESIGN PROFESSIONALS AND AGENCY PERSONNEL ON DESIGN AND CONSTRUCTION RELATED ISSUES. FOLLOWS AGENCY POLICIES & PROCEDURES, & STATE & FEDERAL LAWS & REGULATIONS IN AWARDING, PREPARING, DISTRIBUTING, & EXECUTING CONTRACTS (PROFESSIONAL DESIGN SERVICES & GENERAL CONSTRUCTION). COORDINATES THE REVIEW OF DESIGN DOCUMENT WITH THE STATE ENGINEER'S OFFICE & OTHER APPROPRIATE AGENCY STAFF PREPARES PROJECT MANAGEMENT DOCUMENTATION FOR MAJOR CONSTUCTION PROJECTS. PROVIDES QUALITY CONTROL INSPECTIONS FOR CONSTRUCTION PROJECTS -INCLUDES ON-SITE PROJECT MEETINGS, PERMITTING, SCHEDULING, CHANGE ORDERS. SUBSTANTIAL COMPLETION & PROJECT CLOSE-OUT. ADMINISTERS PROJECT RECORDS MANAGEMENT. PERFORMS ADDITIONAL DUTIES AS REQUESTED. COMMENTS:

PLEASE SUBMIT RESUME WITH APPLICATION FOR THIS POSITION. WILL REMAIN OPEN UNTIL FILLED.